

Character and Personal Reference

Confidential

Dear

Your name has been given to us by _____

who has applied for the position of _____

I would appreciate you completing and signing the information below.

Thank you in anticipation of your help.

Yours Sincerely

.....

1. Can you tell us how long you have known the applicant? _____

2. In what capacity do you know the applicant?

3. Can you highlight some of the applicant’s skills and qualities?

4. Do you, without reservation, recommend the applicant for the position for which he/she have applied? Please bear in mind that this position involves working with children. (please tick)

Yes No

If no, can you tell us why?

If yes, please specify why:

Any additional comments

Signed _____ Date _____